

~~CONFIDENTIAL~~

R.M.

Chief, Management Staff

22 February 1953

Chief, Records Management Staff

Weekly Report - Week Ending 19 February 1953

1. Contributions

a. Tangible

(1) Completed 4 new and revised forms.

25X1A8a

25X1C8a

(3) Completed installation of Subject-Matter Filing System in the Office of the Chief, Cartographic Division.

(4) The Records Center received 420 cu. ft. of inactive records from nine Agency offices.

b. Intangible

None

2. Assignments - Active

a. Audit of Records Control Schedules.

(1) Office of Personnel. Revised schedule completed and ready for submission.

25X1A8a

(2) Office of Operations. Revised schedule has been completed and forwarded. The schedule covers 1530 cu. ft. of records. As result of the audit a number of obsolete records were destroyed in the Office and an additional volume was transferred to the Records Center.

(3) OTR

(4) Office of EE/E/

- b. Installation of Filing Systems.
  - (1) Installation in Geographic Area/OKM continues.  
See 1a3.
  - (2) Office of Personnel.
- c. Twenty-seven new and revised forms in process.
- d. Revision of Travel Order, Form No. 540
- e. Forms Management Survey, Printing Services Division.  
Two additional "bottles" forms eliminated and converted to authorized ones.
- f. Shelf File Installations.
  - (1) Library/OCB.
  - (2) [REDACTED]
  - (3) Map Library/OCB.
- g. Filing System for Biographic Profile, Office of Personnel.
- h. Vital Materials Program. Additional modifications in operating procedures have been made in collaboration with the Custodian of the Repository.

3. Assignments - Inactive

- a. [REDACTED] Space Layout and Equipment Survey. Advice from [REDACTED] indicates we may expect some action on this soon.
- b. Industrial Register, Shelf File.
- c. Security Office, Shelf File.
- d. Survey Vital Personnel Records.

4. News

- a. Two requests were received for additional information on various phases of Records management. These are attributed directly to the talks you made to the DCI Meeting and SSA/DD/S Meeting. More on these later.

25X1A9a

[REDACTED]

25X1A9a

Mgt/S/RMS,

Feb '58)